

May 18, 1999

TO: Chief Circuit Court Judges, Presiding Judges of Family Division, Family Division Administrators, County Clerks, Systems Vendors

FROM: John D. Ferry, Jr., State Court Administrator

RE: SCAO Administrative Memorandum 1999-04; Personal Protection Actions Against Minors and Designated Juvenile Cases - Caseload Reporting

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To assist our office's monitoring of designated juvenile cases and personal protection action filings against minors, we are asking that all courts, beginning April 1, 1999, file a supplemental Caseload Report reflecting these filings. This will permit our office to accurately reflect filings in the family division of the circuit court.

#### **Case Type Codes and Reporting Forms**

- All designated juvenile cases under MCL 712A.2d are coded as DJ.
- All personal protection actions against minor respondents under MCL 712A.2h are coded as PJ.
- All DJ and PJ cases should be reported on form SCAO 40c
- If you enter PJ cases as PP or PH cases, then you must subtract them from the quarterly Circuit Court Caseload statistical report (SCAO Form 31a) and report them separately on the monthly juvenile statistical report (SCAO 40c).

## **Where to Report Opened and Disposed Cases on Form SCAO 40c**

### **D. Designated Juvenile Cases**

- Report the number of petitions pending at the beginning of the reporting period. Report the number of beginning pending designated cases (whether designated by the prosecutor or the court) on line 27.
- Report the number of cases designated by the prosecutor or the court during the month on line 28.
- Subtotal and enter the number of pending petitions on line 29 (add lines 27 and 28).
- Report the number of designated cases disposed by bench trial on line 30.
- Report the number of designated cases disposed by jury trial on line 31.
- Report the number of designated cases disposed by plea on line 32.
- Report the number of designated cases disposed by dismissal on line 33.
- Subtotal and enter the number of designated cases disposed during the reporting period on line 34 (add lines 30, 31, 32, and 33).
- Subtract line 34 from line 29 and enter on line 35.

### **E. Personal Protection Actions Against Minors**

- Report the number of petitions pending at the beginning of the reporting period. Report the beginning pending petitions requesting a personal protection order on line 36.
- Report the number of new petitions filed during the month requesting a personal protection order against a minor on line 37.
- Subtotal and enter the number of pending petitions on line 38 (add lines 36 and 37).
- Every original personal protection order issued ex parte is to be reported as disposed on line 39.

- Every original personal protection order issued after hearing when the petition did not request an ex parte order is to be reported disposed on line 40. [MCR 3.705(B)(1)(a)]
- Every order denying or dismissing an original petition for an ex parte personal protection order is to be reported disposed on line 41.
- Every order denying or dismissing an original petition for a personal protection order after hearing is to be reported disposed on line 42.
- Every order dismissing an original petition for a personal protection order at the result of a petition to dismiss filed by the petitioner before the hearing is held is to be reported disposed on line 43.
- Subtotal and enter the number of personal protection petitions disposed during the reporting period on line 44 (add lines 39, 40, 41, 42, and 43).
- Subtract line 44 from line 38 and enter on line 45.
- Report on line 46 the number of petitions filed during the month alleging a violation of a personal protection order against a minor (whether taken into custody or not). Contempt proceedings on a personal protection order against a minor which is issued by another circuit **should be counted** here.
- Report on line 47 the number of personal protection orders issued after a hearing that was requested by the petitioner when the court refused to issue a personal protection order ex parte. [MCR 3.705(B)(1)(b)]

If you have any questions, please contact either George Strander or Amy Byrd at (517) 373-7496.

cc: Chief Probate Judges  
William H. Newhouse, Manager, Family Court Implementation Services  
Regional Administrators